

October 6, 2016

Ms. Amy Harnishfeger
9130 E 39th Pl
Indianapolis, IN 46235 - 2078

Re: Opportunity for You to Secure Reassignment by October 25, 2016;
Placement in Administrative Hold Status

Dear Ms. Harnishfeger:

On September 29, 2016, the AmeriCorps VISTA sponsor Indiana National Guard requested your removal from its VISTA project, and on September 29, 2016, this office, the Corporation for National and Community Service (CNCS) Indiana State Office granted the request. .

When a sponsoring organization requests the removal of an AmeriCorps VISTA member from a project, CNCS must honor the request.

If you are interested in continuing your AmeriCorps VISTA service on a different project, you have until Thursday, October 25, 2016 to locate and secure another assignment. To that end, I have enclosed for you the listing of Indiana projects, and I refer you to the online My AmeriCorps portal for listings of VISTA positions. After you review the lists, please contact this office immediately to determine whether the project(s) for which you are interested in securing possible reassignment have approval for member placements. Please remember that before the Corporation can approve a transfer to another project, the project supervisor must speak with you and with the prior VISTA supervisor and submit to the Indiana Corporation State Office a written request for your transfer.

You were placed in Administrative Hold status effective September 29, 2016, for a period not to exceed 30 days. You currently remain in that status. While you are in Administrative Hold status, you will continue to receive your allowances, but you are not to report back to your AmeriCorps VISTA project or participate in any project-related activities. All provisions of the *AmeriCorps VISTA Member Handbook* regarding your activities and conduct remain in effect through this period.

If you are able to secure reassignment at another VISTA project, please be advised that if you wish to engage in part-time employment while in VISTA service, such employment must not in any way interfere with your VISTA hours of service. Also, you must first request permission and obtain approval from your new VISTA project, before engaging in such employment. If you are unable to secure a suitable assignment within

the Administrative Hold status period, your AmeriCorps VISTA service will be terminated on or after October 26, 2016. Such an early termination from the AmeriCorps VISTA program would be for a non-cause reason.

Unless we hear from you by October 25, 2016, that you have secured a reassignment, you will be terminated as an AmeriCorps VISTA member for lack of suitable assignment, effective on or after October 26, 2016. Please do not hesitate to call me at 317-226-6722 or email ekubiszewski@cns.gov if you have any questions.

Sincerely,

Emily Kubiszewski, MPA
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